



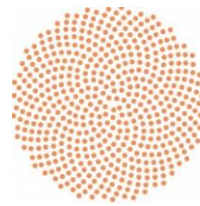
Commission for Arts and Culture

Fact Sheet

DataArts Funder Report Requirements

Section 1: What is DataArts?

DataArts, formerly the Cultural Data Project, is an online source that brings the language and leverage of data to the business of culture. This database is used by funding partners, like the Commission, to see a detailed portrait of the finances and activities of an applicant.



DataArts™

You can sign in or create an account at <http://culturaldata.org/get-started/>.

The City of San Diego subcontracts DataArts to collect standardized data for the arts and culture sector and to convert that data into uniform reports customized for the Commission.

Section 2: DataArts Role in the Commission's Funding Process

Any organization submitting an application for Fiscal Year 2018 Organizational Support Program (OSP) must complete a Cultural Data Profile on DataArts. The data contained in an organization's Cultural Data Profile can then be drawn upon for studies and included in an array of reports, including the Commission's annual Economic and Social Impact Report.

For the purpose of the Fiscal Year 2018 Organizational Support Program, the Commission has contracted with DataArts to create a custom report template called a CDP Funder Report. Each OSP applicant must work directly with DataArts to populate a Cultural Data Profile and then run the CDP Funder Report, which is produced as a PDF document. This funder report is a required document in the FY18 request for qualifications.

****This is only required for OSP applicants and NOT CCSD applicants.****

Section 3: What is required?

The Commission requires that all FY18 OSP applicants have data from their last three completed fiscal years. Be advised, it can take approximately 8 hours to input each fiscal year. Once complete, applicants will be able to generate their personalized funder report which must be uploaded to the organization's request for qualifications form in Go Grants.

Section 4: What are the steps for getting started?

New to DataArts:

1. Visit <http://culturaldata.org/get-started/>.
2. Watch the instructional video at <https://vimeo.com/180309446>.
3. Create a login for your organization.
4. Input data from at least your organization's last two completed fiscal years.
5. Once your data profile is complete, you will be ready to run reports.
6. Using the *Reports* area, select the funder report function.
7. Select The City of San Diego Commission for Arts and Culture, *FY18 Organizational Support Program Funder Report*.
8. Download your report as a PDF, and upload it to your organization's request for qualifications in the online portal- Go Grants.

Not New to DataArts:

1. Visit <http://culturaldata.org>
2. Login for your organization.
3. Input data from at least your organization's most recently completed fiscal year.
4. Once your data profile is complete, you will be ready to run reports.
5. Using the *Reports* area, select the funder report function.
6. Select The City of San Diego Commission for Arts and Culture, *FY18 Organizational Support Program Funder Report*.
7. Download your report as a PDF, and upload it to your organization's request for qualifications in the online portal- Go Grants.

VERY IMPORTANT: A CDP Funder Report cannot be run until the Cultural Data Profile is complete and verified by the automated system.

Any problems related to registering accounts, entering data, verifying data and running reports through DataArts should be directed to their *Help Desk* at help@culturaldata.org or call 877-707-DATA (3828).

Commission staff is not able to troubleshoot problems related to DataArts.